

76-8248/2

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS

NATIONAL CAPITAL CHAPTER - POST OFFICE BOX 89 - WASHINGTON, D.C. 20044

DD/A Registry

76-4429

STATINTL

August 30, 1976

Honorable George Bush
Director, Central Intelligence Agency
Washington, DC 20505

Dear Mr. Bush:

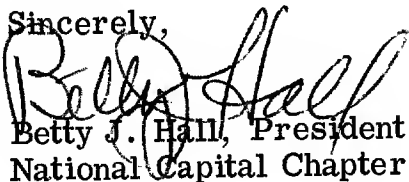
[REDACTED] if your agency has been selected to receive an Award of Excellence at the Twelfth Annual Federal Paperwork Management Awards luncheon on Friday, September 17. This is the top award in this field.

We respectfully invite you to be present with him at the head table for this occasion and accompany him to the awards platform when the presentation is made. A complimentary ticket and an announcement are enclosed giving all the details.

Thank you for nominating such a member of your staff who has demonstrated his dedication to excellence in your organization. His example will be a strong motivating force for others to go the extra mile.

Please have a member of your office staff contact Mr. Fred W. Babbel, our program executive director (376-8838), to confirm your participation so we may complete necessary head table arrangements.

Sincerely,


Betty J. Hall, President
National Capital Chapter

Encl.

12th Annual Federal Government Paperwork Management **AWARDS LUNCHEON**



"In recognition of distinguished work in the United States Government exemplifying in an outstanding manner the highest characteristics of public service through paperwork improvement and simplification."

Luncheon Remarks

ARTEL RICKS

National President, ARMA, Regional Commissioner, NARS

Awards Presentation

Betty Jane Hall

President, National Capital Chapter, ARMA

Dr. James B. Rhoads

Archivist of the United States

Artel Ricks

National President, ARMA

Forest L. Williams

Asst. Archivist for Records Management

Toastmistress

Betty Jane Hall

President, National Capital Chapter, ARMA

Special Feature

United States Army Band

Armed Forces Color Guard

Sponsoring Organization

National Capital Chapter, Association of
Records Managers and Administrators, ARMA

Governmental Liaison

National Archives and Records Service
General Services Administration

DATE: Friday, September 17, 1976

TIME: Social Hour, 12:00 — Luncheon, 12:30

PLACE: Sheraton-National Motor Hotel

Commonwealth Ballroom

Columbia Pike & Washington Blvd., Arlington, VA

PRICE: \$7.00 (including tax and gratuities) Free Parking

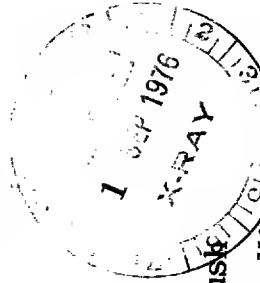
For Tickets: Contact your Records Officer or NARS at 376-8838

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SMALL BUSINESS
200 YEARS
BUILDING AMERICA



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Director, Central Intelligence Agency
WASHINGTON, DC 20505



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